

## Frequently Asked Questions about the Delivery System Reform Implementation Advisory Council

### **What is the Delivery System Reform Implementation Advisory Council?**

The Delivery System Reform Implementation Advisory Council (“Council”) is a working committee convened by EOHHS to operate during the 1115 MassHealth Demonstration extension period (July 1, 2017 – June 30, 2022) to provide advice and input on the implementation of MassHealth’s overall delivery system reform efforts. The roles and responsibilities may include advising EOHHS on various aspects of the implementation of the ACO and Community Partners models; identifying challenges during implementation; advising on the development and implementation of MCOs’ management and ACOs’ accountability for LTSS; soliciting input from stakeholders; examining and monitoring quality and access for those entities participating in the new delivery system; reviewing issues raised through the grievances and appeals processes and through Ombudsman reports; and participating in the development of public education and outreach campaigns. EOHHS anticipates the Council will begin meeting in the winter of 2017, and members will serve through the upcoming 5-year 1115 MassHealth Demonstration extension period ending June 30, 2022. In its sole discretion, EOHHS may extend the term of Council members by two years in any increment of time.

Council leadership will be determined on a yearly basis by the Council. The Council will select a chair(s). The chair(s) will develop agendas, facilitate meetings, ensure Council development of a work plan, and ensure completion of work plan deliverables and the annual report.

### **How many members are on the Council?**

EOHHS seeks to select 20-25 individuals to serve on the Council.

### **Who are the Council members?**

The Council members will be representative of MassHealth members, family members of MassHealth members, advocates, providers, provider associations, ACOs, or health plans. In addition, EOHHS may periodically invite subject matter experts to participate in Council meetings.

### **How does the Council fit within the overall EOHHS structure?**

Council members will play a key role in providing advice and input on the implementation of MassHealth’s overall delivery system reform efforts as described above.

EOHHS supports the Council by providing administrative support to coordinate meetings, accommodations and logistics, producing meeting materials, and supporting the chair(s) as requested. EOHHS staff members attend all meetings to exchange information with the Council. The meetings are open to the public. The Council is also required to prepare an annual report of its activities for submission to the Assistant Secretary for MassHealth and the Secretary of EOHHS.

This Council is separate and distinct from other EOHHS councils, but members may work in collaboration with other EOHHS advisory bodies, including the One Care Implementation Advisory Council and SCO work groups.

### **What commitment is required from Council members?**

Members will serve a 5-year term during the 1115 MassHealth Demonstration extension period (July 1, 2017 – June 30, 2022). In its sole discretion, EOHHS may extend the term of Council

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members by two years in any increment of time. Members are expected to participate in initial onboarding activities and trainings, be available to devote the time needed to perform the roles and responsibilities of the Council, review all meeting materials in advance of meetings, attend and participate in 90% of meetings, participate in the development of work plan deliverables, and provide advice and guidance to EOHHS. Members should possess strong analytic skills, critical reading skills, good interpersonal and communication skills, be a resident of Massachusetts, and not be employed by EOHHS. The Secretary of EOHHS may remove members who are not meeting their obligations or who are not qualified, and may appoint new members as needed, including if a member is removed or resigns.

### **How often does the Council meet?**

EOHHS anticipates that the Council will meet approximately monthly or every other month during the 1115 MassHealth Demonstration extension period (July 1, 2017 – June 30, 2022) and during any extension period as described above. In its sole discretion, EOHHS may extend the term of the Council members by two years in any increment of time. The Council will develop its own meeting schedule, which may include additional meetings beyond the monthly or every other month meetings. EOHHS anticipates that meetings will be approximately 2 hours in length.

### **What supports are available to the Council members?**

Supports, including accommodations and optional relevant trainings, will be available for Council members who need them.

### **Will members of the Council members be paid?**

Stipends and travel reimbursements will be available for Council members who are not paid by a community-based or consumer advocacy organization, provider/trade association, union or another organization/affiliate to represent such entity. Receipt of a stipend is optional and the amount may be reduced upon request of the Council member.

Stipends will be available for Council members in the amount of \$50 per meeting and \$25 for pre-meeting preparation work, including preparing and reviewing meeting materials, participating in Council trainings and onboarding activities, and participating in chair planning activities when applicable. Travel will be reimbursed at \$0.54 per mile (updated annually), plus reimbursement for the cost of tolls and parking or the cost of transportation. If requested, options for pre-paid transportation will be explored.

### **What is the Delivery System Reform Incentive Program (DSRIP) Committee?**

EOHHS intends to release a separate procurement to invite interested individuals to submit nominations to serve on a DSRIP Committee. The DSRIP Committee will work closely with this Council, but they will be separate entities.

### **How can I apply?**

To be considered, interested individuals must complete a nomination form and include a resume, if applicable. Self-nominations are permitted. Nominations to the Council **MUST be submitted through COMMBUYS** no later than **December 12, 2016, at 12:00 PM**. Email and hard copy submissions will not be accepted. Any responses received after the deadline will not be accepted. The form is available on COMMBUYS ([www.commbuys.com](http://www.commbuys.com)) by searching the Bid Description

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field for keyword Delivery System Reform. Contact Lisa Wong at Lisa.D.Wong@MassMail.State.MA.US or 617-573-1683 if you need the form and FAQ sent to you or would like to request a reasonable accommodation, which may include obtaining the information in an alternative format.

Please note that applicants selected to participate on the Council will be required to sign contracts that include the following forms, as required by the Commonwealth: the Standard Contract Form, Commonwealth Terms & Conditions; and a W-9 Form (Request for Verification of Taxation Reporting Information). *Applicants are not required to submit these forms with their nomination form.*

Please also note that EOHHS will not accept any email or hard copy submissions.

### **If I already applied, do I need to resubmit using the revised form to be considered?**

No, all applications submitted previously will be accepted, but you may withdraw your application as noted below and resubmit using the revised form if you wish.

### **If I already applied and changed my mind, may I withdraw my application?**

Yes. Contact Lisa Wong at Lisa.D.Wong@MassMail.State.MA.US or 617-573-1683 if you previously submitted an application and would like to withdraw it.

### **What is the selection process?**

EOHHS will convene a team of state agency staff to evaluate all submitted applications. The evaluation team will recommend members to the Secretary of EOHHS or her designee based on the selection criteria listed below. The Secretary of EOHHS or her designee will make the final decisions on the appointment of Council members. EOHHS reserves the right to contact the applicant or reference during the evaluation process to request written or oral clarification of his or her submission or otherwise discuss the response.

### **What are the selection criteria?**

Submitted applications will be evaluated on:

- the strength, clarity, appropriateness and comprehensiveness of the applicant's response;
- the applicant's understanding of the goals, roles and responsibilities of the Council;
- the applicant's qualifications, including stated interest, knowledge, skills and experience;
- the applicant's geographic location;
- the applicant's status as an individual or organizational representative; and
- the qualifications necessary to meet the required composition of the Council as described above:

Individuals may apply on their own behalf or on behalf of an organization. If the individual representing an organization can no longer serve on the Council, the organization must promptly notify EOHHS and may propose a replacement with equivalent background and experience for EOHHS approval.

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For information about the current Delivery System Reform Implementation Advisory Council, please consult the link below:

<http://www.mass.gov/eohhs/gov/commissions-and-initiatives/healthcare-reform/masshealth-innovations/advisory-council.html>

### **Public Records Notice**

Please be aware that any information contained within a submitted nomination form, including voluntary self-identification as a recipient of MassHealth or Medicare coverage, may be made public. All responses and information submitted in response to this nomination form are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and M.G.L. c. 4, § 7, subsection 26.